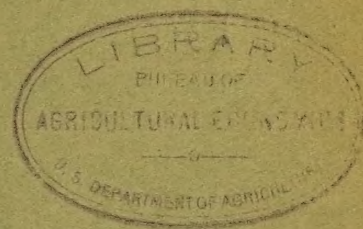


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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WESTERN DIVISION
WASHINGTON, D. C.



GENERAL INSTRUCTIONS
TO
STATE AND COUNTY OFFICES
ON
THE PREPARATION OF CLAIMS FOR SALARY, TRAVEL
AND SUBSISTENCE REIMBURSEMENT, AND VOUCHERS FOR
PURCHASES AND SERVICES OTHER THAN PERSONAL

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WESTERN DIVISION
Washington, D. C.

PREPARATION OF STATE AND COUNTY CLAIMS FOR SALARY AND
SALARY CERTIFICATES -- METHOD OF COMPUTATION

(a) Formal Appointees. Formal appointees, if it is desired, may be paid in semi-monthly periods and Form AAA-22 may be used for certification. If paid in semi-monthly periods, the service certificate should be made out on the 15th and the last day of each month. This form should be made out, in quadruplicate, by the State office; the original should be certified to by the State Director of Extension Work or his authorized agent, and this original, and two copies, should be transmitted to the Director of the Western Division, Agricultural Adjustment Administration, Washington, D. C.

After the word "Month" should be entered the month in which the services were performed.

In the case of formal appointees, it will not be necessary to enter anything after the Letter of Authorization number.

The State code should appear in the upper righthand corner of the temporary service certificate (Form AAA-22),* and the code numbers to be used are those issued by the Bureau of Agricultural Economics, Division of Crop and Livestock Estimates, U.S. Department of Agriculture.

In the column marked "Address", if it is desired that the checks be cleared through the State Office, the address should be indicated as in care of the State Director of Extension at his address.

The dates to be entered in the columns headed "From" and "To" under "Period of Service" should be regarded as INCLUSIVE,-- that is, the certification by semi-monthly periods should be from 1 to 15 (inclusive) and from 16 to the last day of the month (inclusive), and NOT from 1 to 15 and from 15 to the last day of the month.

* Specimen copies of the various forms referred to herein are attached at the end of this circular.

In the column headed "Remarks", in case of a full day's work, enter the date; in case of a partial day's work, enter the date, and immediately following, in parenthesis, the hours actually worked. For instance, the employee worked April 7 from 8 A.M. to 12 Noon: this information is to be entered in the "Remarks" column as follows: "7 (8A.M. to 12 Noon)." In case the "work" line immediately following the employee's name is not sufficient for the days or parts of days on which he worked, continue the dates on the next line, using only the column headed "Remarks".

If at any time, in the case of employees holding a formal appointment on a when-actually-employed basis, it is necessary to perform services on Sunday, the certificate should be accompanied by a memorandum outlining the necessity for such services on that day.

In no case may any employee receive more than one day's salary from Government funds, regardless of source, for services performed in any one day.

(b) Employees employed under Letter of Authorization. Employees employed under Letter of Authorization are to be paid on a monthly basis and on the last day of each month temporary service certificate (Form AAA-22) should be used for certification of their services. Form AAA-22 should be made out in quadruplicate; the original should be certified to by the State Director of Extension Work or his authorized agent, and this original, and two copies, should be transmitted to the Director of the Western Division in Washington, D. C.

One set of forms should be made out for the State Office employees and one for each county office.

After the word "State", at the top of the form, should appear the name of the State, and immediately following, in parenthesis, the county, if the form is being prepared for county employees.

The State and county code (if county certificate) should appear in the upper righthand corner of the Temporary Service Certificate (Form AAA-22). The State and county code numbers to be used are those previously mentioned.

After the word "Month" should be entered the name of the month in which the services were performed.

After the letters "L.A. No." should appear the number of the Letter of Authorization under which the personnel were hired. On the next blank should appear the date of the Letter of Authorization.

In the first subdivision of the form, under the word "Name", the name of the employee for whom services are being claimed and the designation must be entered showing the E.O. grade and title of the employee as indicated in your Letter of Authorization.

If both State and county salary checks are to clear through the State Office, enter the words "In Care of the State Director of Extension" in the column headed "Address".

The remaining subdivisions of the form should be filled out in the same manner as indicated in the preparation of service certificates for Formal Appointees.

A file for Form AAA-22 should be maintained, with a folder for the State Office and a separate folder for each county office. Payroll forms should be filed in these folders, in date sequence.

TRAVEL EXPENSE VOUCHERS (FORMS 1012 and 1012a)
FOR STATE COMMITTEEMEN, AND ANY OTHER STATE-
OFFICE EMPLOYEES HOLDING A FORMAL APPOINTMENT
FROM THE SECRETARY OF AGRICULTURE

Any employee holding a formal appointment from the Secretary of Agriculture who is required to perform travel on official business will be issued a Letter of Authorization direct from the Washington office, and should prepared Reimbursement Vouchers (Standard Forms 1012 and 1012a) in accordance with the following instructions:

Under "Appropriation", enter "36/7571.1-0700, Conservation and Use of Agricultural Land Resources, Department of Agriculture, 1936-1937, Agricultural Adjustment Administration." After 0700 enter your State and county code number. (For instance, Moffat County, Colorado, would read 36/7571.1-0700-84-041.)

On the line marked "Payee" should be entered the name of the employee claiming reimbursement.

On the line marked "Address" should be entered the address to which the check in payment of the claim should be sent. If checks in payment of all travel vouchers are to be cleared through the State office, the address inserted should be in care of the Director of Extension at his address.

After "Official Headquarters" should be entered the place designated as the employee's Official Station.

Dates of beginning and ending of travel covered by the voucher and date of authorization, and total amount of voucher, should be entered in the proper places on the face of the voucher.

Travel accounts should be submitted for the calendar month whenever possible, except when this would be in the middle of a return trip to the employee's official station. It is suggested that in such instances vouchers be submitted to include the completion of the trip nearest to the end of the calendar month concerned; that is, if the employee should return to his official station on the 28th or the 29th or on the 2nd or 3rd, accounts should include claims for total reimbursement allowable until the time he has returned to his official station. The payee should sign Form 1012, in the space following the word "Payee", with the signature followed by his official title. This signature should be an exact duplicate of the name and initials indicated in the Letter of Authorization.

The account must be notarized, making sure that the notarial seal is placed on the face of the voucher, or it may be certified to by a postmaster, assistant postmaster, or acting postmaster, who will place the cancellation stamp on the voucher in lieu of the notary seal.

If, for some reason, it is not feasible for the voucher to cover the complete trip, fill in Items 1 and 2, or 3, whichever applies, in "Itemized Schedule of Travel and Other Expenses". (See Paragraph 48 (a) "Government Travel Regulations".)

In the space provided for the signature of the immediate supervising official, the Director of Extension or his authorized agent should indicate his approval.

Under "Character of Expenditure", the employee should start his account by stating the date and time he left his official headquarters, and then itemize his expenses according to dates. (See Paragraph 48 "Government Travel Regulations".)

Give the date and the time of arrival at, and departure from, every point visited, unless such date and time are itemized in the "Statement of Travel Performed With Automobile" (Form 15-A) or U.S.D.A. Form 22.

Taxi fare may be claimed only to and from common-carrier station to hotel or home, or to and from common-carrier station to place where official business is transacted. (See Paragraph 8 (a) "Government Travel Regulations".)

If claim for reimbursement for checking baggage is made, the number of pieces checked must be shown.

For local phone calls, the number of calls, and the rate per call, and the fact that the call was made on official business, must be indicated. (See Paragraph 69, 80(a), and 81(e), "Government Travel Regulations".)

For long-distance phone calls, the name of the party, the place called, the time consumed by the call, and the fact that the call was on official business, must be shown. In making long-distance calls the employee should be careful to instruct the operator that the call is on official Government business and that no charge should be made for Federal tax.

For any long-distance call the cost of which is one dollar (\$1.00) or more a receipt must be obtained. If the call was made from a public pay telephone and a receipt could not be secured, the claimant must state on the voucher "Call made from public pay telephone."

In sending a telegram, a copy, with the amount charged shown thereon, must accompany the voucher. This copy of the telegram must bear the date and the stamp of the company transmitting the telegram. All telegrams must be sent at Government rate, and this rate, which is 40% of the commercial rate, must be insisted upon. (See Paragraph 56, "Government Travel and Regulations".)

A claim for any cash expenditure of \$1.00 or more must be supported by a receipt. This receipt must be signed by an officer of the firm, with the firm name and his name and title.

If cash fare is paid on train or bus, receipts must be obtained and submitted with the voucher, and an explanation given why Government Transportation Requests were not used. (See Paragraph 20, "Government Travel Regulations".)

Where Government Transportation Requests are used, the duplicate copies of such Requests must accompany the voucher for all travel performed and covered by that voucher.

When private automobile is used, mileage covered daily should be shown on U.S.D.A. Form 22, or Form No. 15-A. Mileage must start and end at the corporate limits of the traveler's official station.

The means of transportation between each and every point visited must be itemized in the voucher, either on Form 1012 or Form 15-A. If any transportation is gratis, the itemization must bear exactly this notation: "Travel was accomplished at no additional expense to the U.S. Government".

Per diem is figured on a one-quarter-of-a-day basis. The division in time is from 12 Midnight to 6 A.M.; from 6 A.M. to 12 Noon; from 12 Noon to 6 P.M.; from 6 P.M. to 12 Midnight. Any fraction of any of the above quarter-day periods will be considered as a quarter of a day. Per diem may begin during any quarter-of-a-day period. If a trip is of less than 24 hours' duration, per diem is for six-hour periods beginning at time of departure. If a trip is performed entirely in the period 8 A.M. to 6 P.M. no per diem may be claimed. For travel started between 12 Midnight and 8 A.M. and completed before 6 P.M., or travel started after 8 A.M. and completed after 6 P.M. on the same day, explanation of the necessity for performing such travel during these hours must be made. Care must be used in making out accounts. Writing should be plain, and no erasures may be made unless they are initialed by the payee. Accounts must be approved by the Director of Extension or his authorized agent.

NOTE: It will be necessary to submit Form AAU-9 also in cases where a comparative statement of cost is required.

Reimbursement for use of personally owned automobiles is allowed when a showing is made in the reimbursement voucher of the comparative cost between travel by personally owned automobile, and common carrier or other mode of transportation. In the preparation of the "Comparative Statement of Cost of Travel by Personal Automobile and by Railroad or Other Common Carrier" (Form AAU-9), the following points should be taken into consideration:

- (1) Cost by common carrier: Round-trip fare by railroad or other means of public transportation, plus pullman if used, and per diem in lieu of subsistence while in travel status.

(2) The mileage beginning and ending at the corporate limits of the official station, at the authorized rate, plus per diem in lieu of subsistence while in travel status.

The amount under (2) may not be approved if it is in excess of the amount in (1).

Where travel is of a sufficiently rural nature, or where common carrier is not available, it will not be necessary to submit Form AAU-9, Statement of Comparative Cost.

In such instances, this fact must be clearly stated on the reimbursement voucher, and the statement of travel by motor vehicle must show the places or points of travel, together with the number of miles, and the mileage rate and the total mileage claimed. Time of arrival at and departure from all points visited should be shown.

A memorandum from the Acting Director of Finance of the U.S. Department of Agriculture dated April 16, 1936, quoting a decision of the Comptroller General of the United States with reference to the necessity for speedometer readings in connecting with all automobile travel, requires that all claims for reimbursement for mileage must be supported by speedometer readings.

TRAVEL EXPENSE VOUCHERS FOR COUNTY OR COMMUNITY COMMITTEEMEN
(FORMS 1012 and 1012a)

All claims for reimbursement for travel and subsistence must be accompanied by the original Letter of Authorization, in duplicate, signed by the State Director of Extension authorizing the travel. These forms should be filled out in the same manner as indicated in the above instructions to employees holding official Letters of Authorization from Washington, except that on the face of the voucher the Director's Letter of Authority number under which this expense was incurred should be shown. All vouchers must be certified to by the Director of Extension or his authorized agent.

THE USE OF FORM 15-A OR U.S.D.A. FORM 22,
EITHER OF WHICH MAY BE USED FOR STATEMENT
OF TRAVEL PERFORMED BY PERSONALLY OWNED
AUTOMOBILE

If U.S.D.A. Form 22 is used, enter "Western Division" in the space after "Division". In the case of either of these forms, fill in the name of the make of the motor vehicle and the owner of it, in the blank spaces at the top of the respective form. In the line "Period from ----- to -----" give dates (month, day, and year) to include all travel covered by the voucher. In the body of the Form give all the information called for, including time of arrival at and departure from each point visited.

Under the word "From" enter the name of the nearest town or village, and under the word "To" enter the name of the nearest town or village visited.

A committeeman's home may not actually be located in the town designated as his official station. He must place himself in his official station at no cost to the U.S. Government. However, if the starting point of his travel is between his official station and the place he is going to, he may claim the actual mileage traveled, if such mileage is not more than the mileage between his official station and the said place.

If travel is performed by personally owned motor vehicle between points served by common carrier, and no rural stops are made en route for transaction of official Government business, Form AAU-9 must be prepared and be submitted with the expense account in the same manner as outlined on Page 6. All of the information called for on this form must be submitted, as these reports are checked for accuracy and the payment for mileage claims depends upon the proper submission of these forms.

If the official headquarters is an incorporated city or town, only mileage outside the corporate limits may be claimed. The following statement must appear above the signature of the payee: "None of the mileage claimed is within the corporate limits of my official station."

Postmasters and their assistants are authorized by law to certify to expense vouchers without charge, where such certification is necessary for official business.

If a page of either of these forms is not a continuation of a preceding page, it must be signed (by the payee) in the space indicated at the bottom of the page.

HANDLING OF ALL EXPENSES OTHER THAN SALARIES AND TRAVEL EXPENSES

All expenses incurred, both for the State Office and the County Association, must be submitted to Washington for payment on Standard Form No. 1034 and 1034a. Such expenses should include rent, telephone service, telegraph service, repairs (if any), freight and express charges, and any miscellaneous supplies or equipment which it was necessary to purchase locally. In the case of repairs, care must be taken that no expense is incurred in the repair of other than Government-owned property. Except in an emergency, supplies and equipment, which may be obtained on requisition from Washington, must not be purchased locally, as vouchers requesting payment for such items will not be approved for payment. In no event is it permissible to make purchases or contracts for services, the accumulative amount of which will be in excess of fifty dollars (\$50.00), unless formal bids are received in accordance with Government regulations. (See Paragraph 23, Fiscal Regulations, Department of Agriculture.)

Supplies and equipment ordered sent from Washington will be forwarded promptly.

INSTRUCTIONS FOR THE PREPARATION OF STANDARD FORM 1034
(PUBLIC VOUCHER FOR PURCHASES, AND SERVICES OTHER THAN PERSONAL)

On "Voucher Prepared" line enter the place and date. On the "Appropriation" line enter "36/7571.1 - Conservation and Use of Agricultural Land Resources, Department of Agriculture, 1936 - 1937, (A.A.A.) - 07C1". (Give your State and county code immediately following the symbol "0701".)

On the line "THE UNITED STATES, Dr., To-----" enter the name of the party or firm to which payment is to be made, with the address immediately below.

Give all information called for in the body of the form, and exactly as called for. In the line for "Payee", if the payee is a firm (rather than an individual person), the officer or agent of the firm certifying the bill must sign the firm's name and also his name and his title.

The following certification must be typed or stamped on all vouchers:

"Unless otherwise specified, the unmanufactured articles, materials, and supplies covered by this account were grown, mined, or produced in the United States, and all manufactured articles, materials, and supplies were manufactured in the United States substantially all from articles, materials, or supplies mined, produced, or manufactured in the United States."

This is very important, because no voucher can be approved for payment unless this certification appears on the voucher form covering the purchase of articles, materials, or supplies for use by the Agricultural Adjustment Administration.

The number of the Letter of Authorization issued to the State Director of Extension Work, under authority contained in the Soil Conservation and Domestic Allotment Act (Public No. 461), should be put in the box at the left side of the face of the form which says "Additional Statement by Department, Bureau, or Establishment if Deemed Necessary."

The Director of Extension or his authorized agent should initial the form in the second certificate, somewhere to the left of the signature line indicated by a dagger.

Form 1034 must be submitted to Washington in duplicate.

PARCEL POST, EXPRESS, TELEPHONE, AND TELEGRAMS

Any persons handling shipment of supplies and/or records in the field must use the most economical means of transportation.

Such shipments, where the weight is not in excess of four pounds (4 lbs.) should be made under official Government frank.

Shipments in excess of four pounds (4 lbs.), where cost of transportation will not exceed one dollar (\$1.00), should be made by parcel post.

Shipments in excess of four pounds (4 lbs.), or where the cost of transportation exceeds one dollar (\$1.00, or which, for other reasons, are not admissible to the mails, should be handled by Government bills of lading. In making shipments on Government bills of lading, express must not be used when freight will serve the purpose, due consideration being given to the probable cost of collecting and delivering and time required for transportation. In making shipment on bills of lading, conditions as set forth on the reverse side of the bill of lading should be noted, and instructions in regard to the use of the bills of lading of the Agricultural Adjustment Administration should be carefully followed. Copies of the instructions referred to will be furnished with every issue of a group of bills of lading, and additional copies may be obtained upon request to the Western Division. Government bills of lading will be furnished from Washington, upon receipt of requisition from the State Office addressed to the Director of the Western Division. All bills of lading are serially numbered, and must be definitely accounted for.

TELEPHONES

Claims for telephone tolls will be made on Standard Forms 1034 and 1034a. Toll charges may be itemized on Form 1034, or itemized bills may be attached to Form 1034 and only the total shown on the form. On Form 1034 covering telephone tolls there must be a certificate, signed by the payee, reading as follows: "The rates charged herein were in effect at the time the services were rendered and are not higher than those charged the general public for similar services."

In every instance where the installation of telephone service (not long-distance tolls) is involved, U.S. Standard Contract Form No. 40, covering the installation and service charges, must be executed by the furnishing company and be furnished at the time of installation, and be immediately transmitted through the State Office to the office of the Director, Western Division, Agricultural Adjustment Administration, for numbering and disposition.

Claims for telephone service and tolls should be prepared in the county office as soon as the list of telephone charges and the claim for services is received each month. One copy of these voucher forms should be retained in the county office, and the original and two carbons should be forwarded to the State Office. After checking the vouchers for accuracy, the State Office will forward the original and one carbon to the Director of the Western Division, Agricultural Adjustment Administration keeping the additional copy for State Office purposes.

As the Form 1034 will show the name and address of the telephone company as payee, the check in payment therefor will be mailed directly to the payee without passing through either the State or county offices.

If in any instance the telephone company insists on payment in cash for service or toll charges, claims should be handled in the same manner, except that they will be made on Forms 1012 and 1012a, rather than on Form 1034, and the person who has paid for the charges or tolls will be shown as the payee rather than the telephone company. In such instances a receipted invoice and a Letter of Authorization from the State Director of Extension authorizing the person paying for the telephone rent and tolls to claim reimbursement for such expenses, must accompany the voucher form.

When calls are made from a public pay telephone and no receipt could be secured, the person paying for such calls may claim reimbursement therefor on Voucher Form 1012, with this notation thereon: "Call made from public pay telephone."

If the person advancing money to pay for telephone tolls is submitting a travel voucher on Form 1012 for the month in which the expenditures were made, reimbursement for money advanced for telephone charges must be claimed on the same voucher.

Bills for printing and duplicating work can not be paid under the Letter of Authorization issued to the State Director under date of March 23, 1936, nor will any other expenditures not specifically provided for therein be approved in the absence of advance authority from the Washington office, supplemented by specific amendment of the said Letter of Authorization.

TELEGRAMS

All telegrams sent to Washington must be sent "COLLECT". Make two copies of each telegram -- one copy for the telegraph company and one for the State Office files.

All telegrams sent to the State Office must be sent "COLLECT". When the County Association sends a telegram to the State Office, the telegram should be sent "COLLECT", two copies of the telegram being made -- one for the telegraph company and one for the Association's files. All telegrams sent from the State Office to the counties must be sent "PREPAID", two copies of the telegraph being made -- one for the telegraph company and one for the State Office files.

The Government rate is 40 percent of the regular commercial rate.

ELECTRIC SERVICE

In most cases the office of the County Association will be located in a State or Federal building for which electric service is furnished. However, if the Association has to occupy other quarters

and will have to arrange for electric service to be paid for by the Government, such service must be provided for under a contract with the public-utility company furnishing it. In contracting for electric service, use U.S. Standard Form 33 (Revised), "Invitation, Bid, and Acceptance - Short Form Contract"; Standard Form No. 36, "Standard Government Form of Continuation Schedule for Standard Form 31 or 33"; and Standard Form No. 1036 (Revised), "Statement and Certificate of Award". These forms should be filled out in quadruplicate and be signed by the public-utility company, and then be submitted to the Director of the Western Division in Washington, D.C. These forms should not be used for any other purpose except in connection with electric service, unless filled out and mailed to you from Washington, D. C.

RENTAL OF OFFICE FURNITURE AND EQUIPMENT FOR USE IN THE FIELD

When the service requires rental of office equipment of any type for use in the field, officers in charge shall forward to Washington a request, outlining in detail their requirements. The Washington office will then take necessary steps in accordance with Government procedure, to procure the equipment requested. In extreme emergencies, where the above procedure can not be followed, office equipment, such as typewriters, desks, chairs, etc., may be rented locally by the officer in charge, for a period not to exceed ninety (90) days, and where total rental to be paid is not in excess of fifty dollars (\$50.00).

The above procedure outlining emergency rentals does not include calculating, adding, or listing machines of any type, for the reason that departmental contracts are in existence and such equipment must be procured through the Washington office. The rental of typewriters in the field will be excluded from the above procedure after July 1, 1936, for the reason that a departmental contract is being negotiated to become effective on July 1.

PROCEDURE TO BE FOLLOWED IN THE USE OF BILLS OF LADING

All Bills of Lading to be Made Out in State Office. In all cases where a shipment is made from the county to the State Office, the bill of lading shall be issued at point of destination (State Office) according to the instructions given in Paragraph (4), which follows. On shipments from the State Office to county offices, or from the State Office to Washington, D.C., the bill of lading will be issued in the State Office in accordance with the instructions in Paragraph (1) below.

(1) Procedure to be Followed by the Consignor or Issuing Officer. All spaces on the Bill of Lading must be filled out. On Line 1, "Appropriation chargeable", enter "36/7571.1 - Conservation and Use of Agricultural Land Resources, Department of Agriculture, 1936-1937, (Administration, A.A.A.) - 0700", and also enter the State and county code. On Line 2, "Issuing office", should appear "(State) Agricultural Conservation Committee". On Line 3 should appear the name and title of the Director of Extension or his authorized agent. The Director may delegate authority to sign bills of lading to an employee of the office.

In such cases, the Director should submit to Washington two signed statements specifically naming the person to whom such authority is delegated. On Line 4 enter "U.S. Department of Agriculture, Agricultural Adjustment Administration". On Line 5, "Name of transportation company", should be written the name of the express or freight company to which the shipment is consigned. On Line 6, "Shipping point", should appear the point from which and to which the shipment is made. On Lines 7 and 8 should appear the complete name and address of the consignee. On Line 9 should appear the route over which the shipment is moved, and if this routing has not been obtained from the U.S. Government Traffic Manager, there should be included on this line the following sentence: "SHIPMENTS SHOULD MOVE OVER LAND-GRANT ROUTES". In the space provided for description and weight of articles being shipped, should appear the number of packages, true description of contents, and weights. If there is more than one package being shipped to the same address, each package should be listed separately on the same bill of lading.

Upon completion, as outlined above, the salmon copy should be signed at the bottom by the issuing officer, and this is to be turned over to the first carrier. The carrier in turn will sign, in the box provided for that purpose, for receipt of shipment on all other copies. The consignor will then forward the original to the consignee; one yellow copy to the Property and Supply Section, Agricultural Adjustment Administration, Washington, D.C.; one yellow copy to the Administrative Audit Section, Agricultural Adjustment Administration, Washington, D.C.; and the third yellow copy is to be retained by the issuing officer.

(2) Procedure to be Followed by the Consignee. Upon receipt of the original of the bill of lading from the consignor, the consignee should immediately determine whether shipment has arrived at freight station or express office, in order that demurrage charges may be avoided. Upon receipt of the shipment, the consignee should complete the "Consignee's Certificate of Delivery", at the bottom of the original copy, and turn over the bill of lading to the last carrier.

(3) Procedure to be Followed by Consignee When Bill of Lading Has Not Been Received or Has Been Lost. Where shipment is received and no bill of lading has been received by the consignee, but it is definitely known that a bill of lading was issued at point of shipment, the consignee should issue Standard Form 1060, entitled "Temporary Receipt". In order to obtain shipment without delay, the consignee should immediately notify the shipper that the original copy of bill of lading has not been received and ask that it be forwarded immediately. Upon receipt of same he should then recover the Temporary Receipt and turn over the original to the carrier.

In case the original bill of lading has been lost, a Standard Form 1061, "Certificate in Lieu of Lost Government Bill of Lading", should be properly filled out and be given to the last carrier in lieu of the original bill of lading. If the original bill of lading is found after a Certificate in Lieu of Lost Government Bill of Lading has been issued, it should be forwarded immediately to the Administrative Audit Section, Agricultural Adjustment Administration,

Washington, D.C., bearing the notation that a Certificate in Lieu of Lost Government Bill of Lading has been issued. This procedure will avoid duplicate payment of transportation charges.

(4) Procedure to be Followed by Consignee When It Is Definitely Known that No Government Bill of Lading Was Issued at Point of Origin. Where no Government Bill of Lading was issued at point of shipment, the consignee should issue a Bill of Lading at destination as outlined below. The Bill of Lading should be completed as outlined in Paragraph (1) above, and in addition to this it should bear a notation on its face as follows: "THIS BILL OF LADING ISSUED AT DESTINATION. NO GOVERNMENT BILL OF LADING ISSUED AT POINT OF SHIPMENT." The original copy should then be accomplished and be given to the last carrier. Copies of the bill of lading shall be distributed as outlined in Paragraph (1), except that the shipping order, or salmon copy of bill of lading, is to be destroyed.

(5) Procedure to be Followed When It Is Not Definitely Known Whether Government Bill of Lading Was Issued at Point of Origin. The consignee should give the transportation company a Temporary Receipt (Standard Form 1060), in order to effect delivery of shipment. The consignee should then write immediately to the shipper and attempt to establish definitely whether or not Government bill of lading was issued at time shipment was made. In case bill of lading has been issued at point of origin, and original copy is lost, the consignee should issue a Certificate in Lieu of Lost Bill of Lading (Standard Form 1061), as outlined in Paragraph (3) above, and in case no Bill of Lading was issued he should proceed as outlined in Paragraph (4) above.

RENTAL OF SPACE

All arrangements for the rental of space where the cost in any one fiscal year or in one continuous period will exceed fifty dollars (\$50.00) must be made through the office of the Western Division, Agricultural Adjustment Administration, Washington, D.C. As soon as the need for such space is seen, specifications for the amount of space needed, together with the maximum and minimum number of employees who will occupy the space at any one time, should be forwarded to Washington, in order that bids may be prepared and be sent to the representative of the Agricultural Adjustment Administration for solicitation. Promptly upon the return of these bids to the office of the Western Division in Washington, D.C., negotiations will be completed for the space. No space shall be occupied until proper departmental authority has been received.

Samples of forms are attached hereto. Supplies of all the necessary forms may be obtained from the Western Division, Washington, D.C., upon request.

George E. Farrell

GEORGE E. FARRELL,
Director, Western Division

June 1, 1936

SAMPLE LETTER OF AUTHORIZATION TO BE ISSUED TO STATE COMMITTEEMEN
FOR TRAVEL ON COMPARATIVE COST BASIS - NOT TO EXCEED 5¢ A MILE

Place _____

(Director's Official Station)

Date _____

(A date prior to beginning of travel)

(NAME)

(TITLE)

(OFFICIAL STATION)

Dear Mr. _____:

You are hereby authorized to travel and charge expenses to Appropriation 36/7571.1 - "Conservation and Use of Agricultural Land Resources, Department of Agriculture, 1936-1937", Symbol 0701 - (State and County Code, if any), and Letter of Authorization No. _____ dated _____, to (Location) _____ and return to (Official Station), for the purpose of conferring with the State Agricultural Conservation Committeemen, officials of the Agricultural Adjustment Administration, and others in connection with the administration of the 1936 Agricultural Conservation Program in the State of _____ under the provisions of the Soil Conservation and Domestic Allotment Act, approved February 29, 1936.

Authority is given to perform this travel by common carrier, or to use your personally owned automobile and to be reimbursed therefor at the rate of not to exceed 5¢ a mile for mileage for official travel outside the corporate limits of your official station, in the event it can be shown through comparative cost between such travel and travel by common carrier, or other mode of transportation when available, (taking into consideration increased subsistence expenses, if any, through increased travel time, or subsistence saving, if any through reduced travel time, as the case may be) that such means of transportation is more economical and/or advantageous to the United States.

A per diem of \$ _____ in lieu of actual subsistence will be allowed under this authority.

The total amount of this authorization may not exceed \$ _____.

It is contemplated that you will leave your headquarters on or about _____, returning upon completion of assignment.

Your official headquarters is _____.

Very truly yours,

(Signed) _____

Director of Extension.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

TEMPORARY SERVICE CERTIFICATE

State.....Month.....L. A. No.(AA),

[illegible]

I certify that the above record of service is correct for the employees listed, and that they are entitled to salary from the United States Department of Agriculture, Agricultural Adjustment Administration, for the periods indicated.

Date.....

Signed.....

Title.....

PREPARE AND MAIL THIS CERTIFICATE IN ACCORDANCE WITH THE INSTRUCTIONS IN YOUR LETTER OF AUTHORIZATION.

*By Base Rate of Pay is meant the authorized rates referred to in your Letter of Authorization from which any required statutory deduction will be made in connection with the preparation of the pay rolls.

INSTRUCTIONS

Certificates should be prepared in duplicate, at regular intervals, and only one certificate should be submitted for a given period, e. g., December 1 to 31, etc.

Enter names in alphabetical order, by surname.

In every instance show the designation (title) of the employee directly over the name or group of names.

Under "Period of Service" show inclusive dates and in "Remarks" column show actual dates on which service was performed. Service performed for fractional parts of a day should be reported by number of hours worked, specifying exact hours. A complete month's service not involving Sundays or holidays may be indicated in "Remarks" column as EXCEPT SUNDAYS OR EXCEPT SUNDAYS AND HOLIDAYS.

ALL THE ABOVE INFORMATION IS ESSENTIAL TO THE PREPARATION OF PAY ROLLS AND OMISSION FROM THE CERTIFICATES CAN ONLY RESULT IN THE RETURN OF THE CERTIFICATES FOR LACKING INFORMATION.

Public Voucher for Reimbursement of Travel and Other Expenses
Including Per Diem

Voucher No. _____
No. _____

(Statement of account must be completely filled in by payee prior to signature, and there must not be any erasure or alteration unless initialed or signed by him)

GENERAL ACCOUNTING OFFICE
PREAUDIT
Certified for payment in the
sum of \$ _____
J. R. McCARL,
Comptroller General of
the United States.
By _____

U. S. _____
(Department, Bureau, or Establishment)
Appropriation: _____
THE UNITED STATES, Dr.,
To _____
(Payee)

(Address)

PAID BY

(For use of Paying Office)

Official Headquarters _____ Domicile _____ Residence _____
(For use of the Postal Service only)

FOR REIMBURSEMENT of travel and other expenses incurred in the discharge of official duty		AMOUNT		NOTATIONS
		Dollars	Cents	(Payee must not use this column)
from _____, 19____, to _____, 19____,				
as per itemized statement within, under authority No. _____, dated _____, \$				
(Additional statements by Department, Bureau, or Establishment, if deemed necessary)	(ACCOUNTING CLASSIFICATION)	(Payee will NOT use this space)		
		Differences _____		

		Account verified; correct for _____ \$		
		(Signature or initials) _____		

I do solemnly swear (or affirm) that the above account and schedule annexed are just and true in all respects; that the distances for which charge is made have been actually and necessarily traveled on the dates specified; that except as shown no lodgings were shared jointly with others nor were meals or lodgings furnished without charge by a Government agency or with or without charge by a member of my family, by another Government employee or a member of his family; that the amounts as charged, other than for allowance in lieu of transportation in kind and/or for per diem in lieu of subsistence, have been actually paid by me for travel and expenses incurred on official business only; that no part of the account has been paid by the United States, but the full amount is justly due; that all expenditures included in said account were made under prior authority therefor or under such circumstances as to render the securing of prior authority impracticable; that it was not, for reasons stated hereon, feasible to have payments made by a disbursing officer of the United States for the expenditures other than my own personal travel expenses; that the expenses for which no vouchers were obtained were incurred under such circumstances as to render the taking of vouchers impracticable, as fully explained herein; and that none of the car or other fares claimed, except as herein otherwise explained, was for travel between place of temporary residence or where meals were taken and place of duty.

SIGN ORIGINAL
ONLY

Payee _____ Title _____

(To be used at discretion of Department, Bureau, or Establishment)
Recommended for approval:

Subscribed and sworn to (or affirmed) before me at _____
this _____ day of _____, 19____

Signature _____
(Immediate Supervising Official)

Title _____

I certify that the official headquarters, domicile, or residence of the claimant is as stated above; that the travel was authorized from and to the points stated in the account, and for the period and at the subsistence rate or rates claimed, as shown by the authority on file, or (if such authority was not issued in advance of travel) as satisfactorily explained and approved hereon as required by the Standardized Government Travel Regulations; that the within itemized statement has been examined and is certified correct, except as noted; and that the amounts therein claimed are just and reasonable, except as noted.

* Approved for \$ _____

SIGN ORIGINAL ONLY

* _____

Title _____

Paid by { Check No. _____, dated _____, 19____, for \$ _____ { on Treasurer of the United States
Cash, \$ _____, on _____, 19____ Signature of payee _____ { in favor of payee named above

OBSERVE INSTRUCTIONS ON LAST PAGE OF THIS FORM

SIGN ORIGINAL ONLY

* If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the blank space below "Approved for \$ _____" and over his official title.

ITEMIZED SCHEDULE OF TRAVEL AND OTHER EXPENSES

1. Give duty status on first day of voucher period:

* Arrived at _____ on _____, 19____

for temporary duty for approximate period

Approximate date of return to official headquarters _____, 19__

2. State authorized allowance for per diem in lieu of subsistence: \$

3. State authorized allowance for actual subsistence expenses: Not to exceed \$_____† per day.

* If authority provides for travel to more than one point, time of arrival and departure from each should be stated in the body of the account in chronological order.

† If more than one rate of allowance is authorized, full statement of application of each rate must be given in some convenient place on this voucher.

[illegible]

TOTALS (to be carried forward to Continuation Sheet, if necessary)

TOTAL AMOUNT OF VOUCHER (not to be used when totals are carried forward to Continuation Sheet)

(To be used at discretion of Department, Bureau, or Establishment)

[illegible]

GENERAL INSTRUCTIONS

1. This form of voucher will be used in accounting for expenses of travel, including per diem in lieu of subsistence when authorized, and other authorized expenses for which reimbursement is claimed. Where an account is too large to be stated on this form use continuation sheets, and fasten them together in the upper left-hand corner. Fill in the form on this voucher, showing how transportation requests were used. Accounts must embrace each and every item of expenditure pertaining to the period for which the account is rendered.

2. Each account must be sworn to (or affirmed) by the person rendering it, in the form prescribed on the face of this form. Officers and employees traveling upon official business will be allowed their travel expenses, as explained and embraced in the travel regulations. The provisions of these regulations must be strictly observed in order to avoid suspensions and disallowances in the settlement of accounts.

3. One or more copies of the approved memorandum voucher may be used as required for administrative purposes.

Public Voucher for Reimbursement of Travel and Other Expenses
Including Per Diem

Voucher No. _____
No. _____

GENERAL ACCOUNTING OFFICE
PREAUDIT
Certified for payment in the
sum of \$ _____
J. R. McCARL,
Comptroller General of
the United States.
By _____

U. S. _____
(Department, Bureau, or Establishment)
Appropriation: _____

THE UNITED STATES, Dr.,
To _____
(Payee)

(Address)

PAID BY _____

(For use of Paying Office)

Official Headquarters _____ Domicile _____ Residence _____
(For use of the Postal Service only)

FOR REIMBURSEMENT of travel and other expenses incurred in the discharge of official duty		AMOUNT		NOTATIONS
		Dollars	Cents	(Payee must not use this column)
from _____, 19____, to _____, 19____,				
as per itemized statement within, under authority No. _____, dated _____, \$				
(Additional statements by Department, Bureau, or Establishment, if deemed necessary)	(ACCOUNTING CLASSIFICATION)	(Payee will NOT use this space)		
		Differences _____		

Account verified; correct for _____ \$				
(Signature or initials) _____				

MEMORANDUM

Paid by { Check No. _____, dated _____, 19____, for \$ _____ } on Treasurer of the United States
{ Cash, \$ _____, on _____, 19____ } in favor of payee named above

ITEMIZED SCHEDULE OF TRAVEL AND OTHER EXPENSES

1. Give duty status on first day of voucher period:

* Arrived at _____ on _____, 19____

for temporary duty for approximate period _____

Approximate date of return to official headquarters _____, 19____

2. State authorized allowance for per diem in lieu of subsistence: \$ _____

3. State authorized allowance for actual subsistence expenses: Not to exceed \$-----† per day.

* If authority provides for travel to more than one point, time of arrival and departure from each should be stated in the body of the account in chronological order.

† If more than one rate of allowance is authorized, full statement of application of each rate must be given in some convenient place on this voucher.

[illegible]

TOTALS (to be carried forward to Continuation Sheet, if necessary)

TOTAL AMOUNT OF VOUCHER (not to be used when totals are carried forward to Continuation Sheet)

(To be used at discretion of Department, Bureau, or Establishment)

GOVERNMENT PRINTING OFFICE

COMPARATIVE STATEMENT OF COST OF TRAVEL BY PERSONAL AUTOMOBILE AND BY RAILROAD OR OTHER COMMON CARRIER

(See paragraphs 8, 12, 12-a, and 83-e, Government Travel Regulations)

_____, 193__

**THIS FORM NEED NOT BE USED FOR TRAVEL TO RURAL OR OTHER POINTS INACCESSIBLE TO
COMMON CARRIER ***

RAILROAD OR OTHER COMMON CARRIER:

Would have left _____ at _____, _____, 193__
And arrived at _____ at _____, _____, 193__
Would have left _____ at _____, _____, 193__
And arrived at _____ at _____, _____, 193__
Would have left _____ at _____, _____, 193__
And arrived at _____ at _____, _____, 193__
Would have left _____ at _____, _____, 193__
And arrived at _____ at _____, _____, 193__
Fare.—One way or round trip depending on trip _____ \$ _____
Sleeping car, berth or Pullman seat _____
Per diem allowance, _____ days @ \$ _____, per diem _____
TOTAL _____ \$ _____

PERSONAL AUTOMOBILE (as actually incurred):

Place	Time	Date	Miles
Left _____	at _____ m.,	_____, 193__	_____
Arrived _____	at _____ m.,	_____, 193__	_____
Left _____	at _____ m.,	_____, 193__	_____
Arrived _____	at _____ m.,	_____, 193__	_____
Left _____	at _____ m.,	_____, 193__	_____
Arrived _____	at _____ m.,	_____, 193__	_____
Left _____	at _____ m.,	_____, 193__	_____
Arrived _____	at _____ m.,	_____, 193__	_____
Total automobile mileage, _____ miles @ 5¢ _____ \$ _____			
Per diem allowance, _____ days @ \$ _____, per diem _____			
TOTAL _____ \$ _____			
Savings and/or increased costs due to use of automobile _____ \$ _____			

* Where the entire automobile travel, or portion thereof, is to rural or other points inaccessible to common carrier, the points of travel, number of miles, make of car, the following two certifications, and a definite statement setting forth the fact that the places visited were to farms, ranches, or other definite places inaccessible to common carrier, must be clearly and fully shown in the voucher.

I HEREBY CERTIFY that none of the mileage claimed was within the corporate limits of my official station.

I HEREBY CERTIFY that the automobile used for the foregoing travel was my personally owned _____
_____ automobile.
(Make)

(Signature)

(Submit in duplicate with expense account)

(Submit in duplicate monthly with reimbursement account)

Period from _____ to _____

[illegible]

8-4316a

(Sign here) _____

Address _____ Payee's Acct. No. _____

Contract No. _____ Date _____ Req. No. _____ Date _____
Activity _____ For _____

Sign original only

TOTAL.

Per _____
Title _____

* Payee

(Payee must NOT use this space)

Differences:

Account verified; correct for_____

(Signature or initials)

(Sign original only)

1000 900 800 700 600 500 400 300 200 100 0

Title_____

Paid by { Check No. _____, dated _____, for \$ _____ { on Treasurer of the United States
 Cash, \$ _____, on _____ * Payee _____ { in favor of payee named above.

(Sign original only)

* When a voucher is signed or receipted in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he signs, must appear. For example: "John Doe Company, per John Smith, Secretary," or "Treasurer," as the case may be.

† If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the blank space below "Approved for \$....." and over his official title.

Per _____

Title _____

METHOD OF OR ABSENCE OF ADVERTISING

(Section 3709 of the Revised Statutes)

1. After advertising in newspapers.
2. (a) After advertising by circular letters sent to _____ dealers.
(b) And by notices posted in public places.
(If notices were not posted in addition to advertising by circular letters sent to dealers, explanation of such omission must be made. The notation on the certificate on the face of the voucher must be "2 (a) (b)" or "2 (a)," depending on whether or not notices were posted.)
3. Without advertising, under an exigency of the service which existed prior to the order and would not admit of the delay incident to advertising.
4. Without advertising in accordance with _____
5. Without advertising, it being impracticable to secure competition because of _____

(Here state circumstances under which the securing of competition was impracticable)

NOTE.—The above form "Method of or Absence of Advertising" is to be used when purchases are made or services secured under proper authority without written agreement in any form. In case of a written agreement (formal contract, proposal and acceptance, or less formal agreement) Standard Form No. 1036 (Revised) should be used for abstracting the method of or absence of advertising and award of contract. (See General Regulations No. 51, Supplement No. 6, General Accounting Office, August 20, 1930.) 10—1751

U. S. DEPARTMENT OF AGRICULTURE

(Department, Bureau, or Establishment)

Appropriation:

THE UNITED STATES, Dr., To.

(Payee)

Address

Payee's Acct. No.

**Payee must NOT
use this space**

Contract No.

Date _____

Req. No.

Date _____

Activity

For

Expenditure Symbol	No. and Date of Order	Date of Delivery or Service	ARTICLES OR SERVICES (Enter description, Item Number of Contract or General Supply Schedule, and other information deemed necessary) Terms ----- % Discount Cash ----- days	QUAN- TITY	UNIT PRICE		AMOUNT		NOTATIONS Payee must NOT use this column
					Cost	Per	Dollars	Cts.	
			MEMORANDUM						

(This certificate not required when a like certificate is made by payee on attached bill or bills)

I certify that the above bill is correct and just, and that payment therefor has NOT been received.

TOTAL.

{ Per

Title

* Payee

(Additional statements by Department, Bureau,
or Establishment, if deemed necessary)

(Accounting Classification)

(Payee must NOT use this space)

Differences:

Account verified; correct for_____ \$

(Signature or initials)

I certify that the above articles were received in good condition, after due inspection, acceptance, and delivery prior to payment as required by law, or the services performed as stated; that they were procured under the contract numbered above or the unnumbered contract attached hereto, or that they were procured without written contract, in open market, and with or without advertising, under the circumstances stated in No. _____ of "Method of or Absence of Advertising" shown on reverse hereof, and were necessary for the public service; and that the prices charged are just and reasonable and in accordance with the agreement.

†Approved for \$_____

(Memorandum—Do not sign)

†

Title

Paid by

Check No. _____, dated _____, for \$ _____.

{ on Treasurer of the United States
{ in favor of payee named above.

Cash, \$ _____, on _____ * Payee

(Memorandum—Do not sign)

Per

Title

* When a voucher is signed or receipted in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he signs, must appear. For example: "John Doe Company, per John Smith, Secretary," or "Treasurer," as the case may be.

† If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the blank space below "Approved for \$....." and over his official title.

METHOD OF OR ABSENCE OF ADVERTISING

(Section 3709 of the Revised Statutes)

1. After advertising in newspapers.

2. (a) After advertising by circular letters sent to _____ dealers.

(b) And by notices posted in public places.

(If notices were not posted in addition to advertising by circular letters sent to dealers, explanation of such omission must be made. The notation on the certificate on the face of the voucher must be "2 (a) (b)" or "2 (a)," depending on whether or not notices were posted.)

3. Without advertising, under an exigency of the service which existed prior to the order and would not admit of the delay incident to advertising.

4. Without advertising in accordance with _____

5. Without advertising, it being impracticable to secure competition because of _____

(Here state circumstances under which the securing of competition was impracticable)

NOTE.—The above form "Method of or Absence of Advertising" is to be used when purchases are made or services secured under proper authority without written agreement in any form. In case of a written agreement (formal contract, proposal and acceptance, or less formal agreement) Standard Form No. 1036 (Revised) should be used for abstracting the method of or absence of advertising and award of contract. (See General Regulations No. 51, Supplement No. 6, General Accounting Office, August 20, 1930.)

10-1751

Contract No. _____
Dated _____, 19____
Tel. No. _____

For the Fiscal Year Ending June 30, 19_____

For _____
 (Department or agency) _____ (Bureau or office) _____ (Address) _____

(Name of contractor)

(Address)

[illegible]

Information for directory listings: -----

(When affecting existing service, fill in these spaces)

Supplements Contract No. _____, dated _____, under Telephone No. _____

The UNITED STATES OF AMERICA, by the undersigned, its duly authorized agent, requests, and the contractor agrees to furnish, the service above specified and toll service in connection therewith, subject to the following terms and conditions:

TERMS AND CONDITIONS

This contract is subject to all rates, charges, rules, practices, or requirements which may be lawfully established. Recognition is given to the fact that the United States Government fiscal year ends on June 30. The United States may, at its option, renew this contract from year to year and the whole or any part thereof may be terminated, subject to any charges applicable thereto, at any time upon ten days' written notice by either party to the other. Payment hereunder shall be contingent upon the availability of appropriations therefor, and shall not be made in advance of service rendered.

The United States, and all officers and agents thereof, shall be held harmless by the contractor from and against all demands of any nature or kind for or on account of the use of any patented article, combination, or process which may affect the services rendered, including any telephone facilities furnished and used by the United States under this contract.

The contractor shall not employ any person undergoing sentence of imprisonment at hard labor.

No Member or Delegate to Congress, or Resident Commissioner, shall be admitted to any share or part of this contract or to any benefit that may arise therefrom, but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit.

Executed this _____ day of _____, 19____

THE UNITED STATES OF AMERICA.

By _____

(To be entered by Telephone Company)

Title _____

Service begun _____, 19____

(Name of contractor)

Exchange -----

By _____

Telephone No.

Title _____

(SEE INSTRUCTIONS ON REVERSE)

INSTRUCTIONS

1. General.

(a) This form will be used, with the exception of the Army, Navy, and Coast Guard, in ordering telephone service within the United States except in the District of Columbia.

(b) Original of form and copies as required will be prepared and executed on behalf of the United States. If form covers orders in connection with existing service, such as additions, discontinuances, changes, etc., the number and date of the existing contract which the new form supplements or affects and the existing telephone number will be entered in the spaces provided.

(c) The telephone company receiving the form will, upon completion of the work involved, fill in spaces indicated and return all copies, signed by its authorized agent, with the exception of one copy which the telephone company will retain for its files.

2. Exchange Service.

(a) Every quantity of exchange service with which a specific charge is associated by the contractor shall appear as a separate item in the contract.

(b) The wording of each item shall fully identify the service quantity for which a charge is made. Contracts including unit quantities shall specify the number of units of each kind and the charge per unit.

(c) Each contract charge shall be so specified as to clearly show whether it is a monthly charge, or a nonrecurring charge such as a service connection, installation or other flat charge.

(d) Where any supplementary addition to, discontinuance of, or change in any existing service is required by the subscriber, the additional, discontinued or changed item or items shall be covered by a supplemental agreement executed on a separate Standard Form No. 40.

3. Abbreviated Wording.

In making the contract, the words used to identify service to be rendered may be abbreviated, but—

(a) Service quantities which according to the tariffs of the contractor are subject to different individual charges shall not be consolidated into one item, and

(b) No specification necessary to full identification and checking of any charge shall be omitted.

4. Toll Service.

Charges for toll service shall not be set forth in this contract, but such charges shall be quoted at any time on request of the subscriber or any representative thereof, so as to indicate clearly in each case—

- (1) Type of call to be handled.
- (2) Initial rate and period.
- (3) Overtime rate and period.
- (4) Hours, if limited, within which the quoted rates apply.

No error in any such quotations shall affect the billing and payment of the correct charges for any service rendered.

5. Authority for Changes in Charges and General Changes.

If changes are approved or ordered by any legally constituted authority having jurisdiction, or otherwise lawfully established by the contractor, which affect the charges for exchange service, or any of the terms of an existing contract or of these instructions, the subscriber shall be notified thereof by the contractor promptly in writing, stating the telephone involved, the authority for the change, the date effective, the charge or provision of the contract or instructions affected, and the new charge or requirement. This notification should be in duplicate.

INVITATION, BID, AND ACCEPTANCE

(SHORT FORM CONTRACT)

(Department or establishment)

(Office or station)

(Address)

(Date)

INVITATION

Sealed bids, in _____ subject to the conditions on the reverse hereof, will be received at this office until _____ o'clock _____ m., _____, and then publicly opened, for furnishing the following supplies, and/or services, for delivery at _____

(Name)

(Title)

[illegible]

BID

In compliance with the above invitation for bids, and subject to all the conditions thereof, the undersigned offers, and agrees, if this bid be accepted within _____ days from the date of the opening, to furnish any or all of the items upon which prices are quoted, at the price set opposite each item, f. o. b., _____ and, unless otherwise specified within _____ days after receipt of order.

Discounts will be allowed for payment as follows: 10 calendar days, _____ percent; 20 calendar days, _____ percent; 30 calendar days, _____ percent.

Bidder	Address
---------------	----------------

By _____ Title _____
(Signature of person authorized to sign this bid)

ACCEPTANCE BY THE GOVERNMENT

(Date)

Accepted as to items numbered

Name _____ Title _____

CONDITIONS

1. The Government reserves the right to reject any or all bids, to waive any informality in bids and, unless otherwise specified by the bidder, to accept any item in the bid. In case of error in the extension of prices in the bid, the unit prices will govern.

2. Time, in connection with discount offered, will be computed from date of the delivery of the supplies to carrier when final inspection and acceptance are at point of origin, or from date of delivery at destination or port of embarkation when final inspection and acceptance are at those points, or from date correct bill or voucher properly certified by the contractor is received if the latter date is later than the date of delivery.

3. In case of default of the contractor, the Government may procure the articles or services from other sources and hold the contractor responsible for any excess cost occasioned thereby: *Provided*, That if public necessity requires the use of materials or supplies not conforming to the specifications they may be accepted and payment therefor shall be made at a proper reduction in price.

4. No Member of or Delegate to Congress, or Resident Commissioner, shall be admitted to any share or part of this contract or to any benefit that may arise therefrom unless it be made with a corporation for its general benefit.

5. Prices bid herein include any Federal tax heretofore imposed by the Congress which is applicable to the material on this bid. If any sales tax, processing tax, adjustment charge, or other taxes or charges are imposed or changed by the Congress after the date set for the opening of this bid, and made applicable directly upon the production, manufacture, or sale of the supplies covered by this bid, and are paid by the contractor on the articles or supplies herein contracted for, then the prices named in this bid will be increased or decreased accordingly, and any amount due the contractor as a result of such change will be charged to the Government and entered on vouchers (or invoices) as separate items.

6. Unless otherwise specified by the bidder, it is understood and agreed that only such unmanufactured articles, materials, and supplies as have been mined or produced in the United States, and only such manufactured articles, materials, and supplies as have been manufactured in the United States substantially all from articles, materials, or supplies mined, produced, or manufactured, as the case may be, in the United States shall be delivered pursuant to a contract awarded as a result of this bid.

NOTICE:- Paragraph 1, above, is hereby amended to read as follows:

1. The Government reserves the right to reject any or all bids, to waive any informality in bids and, unless otherwise specified by the Government or by the bidder, to accept any item in the bid. In case of error in the extension of prices in the bid, the unit price will govern.

INSTRUCTIONS TO BIDDERS

1. Samples of items, when required, must be furnished, free of expense, prior to the opening of bids, and, if not destroyed, will, upon request, be returned at the bidder's expense.

2. Prices should be stated in units of quantity specified, with packing included.

3. Time of proposed delivery must be stated in definite terms. If time varies for different items the bidder shall so state.

4. Envelops containing bids must be sealed and marked on the upper left-hand corner with the name and address of the bidder and the date and hour of opening, and addressed as instructed.

5. To insure prompt payment, the original bill only should be certified as follows: "I certify that the above bill is correct and just, and that payment therefor has not been received."

6. For further instructions read U.S. Standard Form 22 (Instructions to Bidders).

INSTRUCTIONS TO CONTRACTING OFFICERS

1. If shipment is made by Government bill of lading, observe consolidated classification requirements so as to secure the lowest rate applicable.

2. Although this form meets the requirements of a formal contract (R.S. 3744), if the execution of a formal contract with bond is contemplated U.S. Standard Forms 31 and 32 should be used.

3. If there is not sufficient space on the schedule to list all of the items, insert at the bottom of the schedule "Continued on ----- sheets of U.S. Standard Form 36", and use that form also.

4. If it is definitely known that final acceptance cannot be accomplished within 10 or 20 days from date of delivery due to necessity for tests or analyses which cannot be accomplished within that time, delete, before issuance, the discount provision relating to 10 calendar days or to both 10 and 20 calendar days. The provision relating to discounts may also be deleted when funds do not become available so that payment may be made within such time limits.

5. If the contract is likely to involve patent liability, the article on patents as contained in U.S. Standard Form 32 should be used.

STANDARD GOVERNMENT FORM OF CONTINUATION SCHEDULE FOR STANDARD FORM 31 OR 33
(SUPPLIES)

[illegible]

(Bidder)

STATEMENT AND CERTIFICATE OF AWARD

(CONTRACT NUMBER; OR, IF NOT NUMBERED, GIVE NAME OF CONTRACTOR)

Date....., 19.....

(Department or establishment)

(Bureau or office)

(Location)

METHOD OF OR ABSENCE OF ADVERTISING

(Section 3709 of the Revised Statutes)

1. After advertising in newspapers.

2. (a) After advertising by circular letters sent to.....dealers.

(b) And by notices posted in public places.

(If notices were not posted in addition to advertising by circular letters sent to dealers, explanation of such omission must be made. The notation on the certificate below must be "2 (a) (b)" or "2 (a)," depending on whether or not notices were posted.)

3. Without advertising, under an exigency of the service which existed prior to the order and would not admit of the delay incident to advertising.

4. Without advertising in accordance with

5. Without advertising, it being impracticable to secure competition because of.....

(Here state circumstances under which the securing of competition was impracticable)

AWARD OF CONTRACT

A. To lowest bidder as to price (Expenditures).

B. To other than the lowest bidder as to price (Expenditures).

C. To highest bidder as to price (Receipts).

D. To other than the highest bidder as to price (Receipts).

CERTIFICATE

I CERTIFY that the foregoing statement is true and correct; that the agreement was made in consequence of No..... of the method of or absence of advertising and in accordance with award of contract lettered, as shown above; that where lower bids (expenditure contracts) or higher bids (receipt contracts) as to price were received a statement of reasons for their rejection, together with an abstract of bids received, including all lower than that accepted in case of expenditure contracts and all higher in case of receipt contracts, is given below or on the reverse hereof or on a separate sheet attached hereto; that the articles or services covered by the agreement (expenditure) are necessary for the public service, and that the prices charged are just and reasonable.

(Signature of contracting officer)

(Title)

NOTE.—This statement and certificate will be used to support all agreements, both formal contracts and less formal agreements of whatever character, involving the expenditure or receipt of public funds. It must be executed and signed by the contracting officer (unless the award is made by or is subject to approval by an officer other than the contracting officer, when execution and signature may be made by such officer).

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D.C.

September 22, 1936

To Directors of Extension, Officers and Directors, County
Agricultural Conservation Associations, and Members of
Agricultural Conservation Committees.

In connection with the procedure prescribed for use in making payments to county agricultural conservation associations to cover estimated administrative expenses, the Acting Comptroller General has prescribed ".....that the Department will immediately issue instructions to conservation associations or committees of producers to the effect that no payments will be made to employees of such associations or committees who have or will receive compensation for the same period from another source....."

Specifically, the above provision prohibits the payment of a per diem compensation to any officer, committeeman, or employee of an Agricultural Conservation Association, or committee of producers, including any person employed under letter of authorization in county or State offices, for personal services rendered for the same period that such person has received or is to receive compensation from any other Federal agency.

By period is meant the working period, such as a day, and payment can not be made to any person for work during such period if such person is to be compensated for his services during such period by any other Federal agency. Any person, having performed services for any other Federal agency during such period would not be entitled to compensation from an Agricultural Conservation Association or under a letter of authorization for services so performed.

It is requested that these instructions be strictly adhered to.

It is also requested that, wherever possible, the responsible officials will encourage the spread of employment by employing only persons who are not holding other employments.

Effective with services rendered on or after September 1, no payment may be made by a County Agricultural Conservation Association or County Control Association to a County Agricultural Agent or other employee of the Extension Service being paid in whole or in part from funds furnished by the Federal Government, regardless of whether or

not such payment is a part of such person's regular salary or is an addition to such salary. This should not be so interpreted as to prohibit payments by associations of legitimate traveling expenses of the employees mentioned if otherwise authorized by the regional director in connection with work of the Association.

George E. Farrell

George E. Farrell,
Director, Western Division.

Concurred in:

C. W. Warburton

C. W. Warburton
Director of Extension Work

INSTRUCTIONS FOR PREPARATION OF FORM WR-22
TRANSMITTAL SHEET

U. S. DEPT. OF AGRICULTURE

Agriculture

Form WR-22 Transmittal Sheet, will be prepared in quadruplicate (original and 3 carbons) by the County Agricultural Conservation Association. The original will be forwarded by letter mail to the State Agricultural Conservation Office and two carbons will be forwarded to that Office by parcel post or express, together with the listed applications for payment and related documents. The original will be held by the State Office until the copies and applications are received. One copy will be retained by the County Association until one of the copies forwarded to the State Office is receipted and returned to the County. It is not necessary that the County Committee sign the Transmittal Sheet.

In Column (a) of the Transmittal Sheet the serial numbers of the applications for payment will be listed in numerical order.

In Column (b), will be listed the serial number of Form WR-10 for the farm with respect to which the application for payment is submitted. For each Application for Payment--Multiple Farms--the serial numbers of the two or more Forms WR-10 for the farms with respect to which Form WR-12 is submitted will be listed in order one below the other in Column (b).

In Column (c), will be entered the name of the applicant who has submitted the Application for Payment.

In Column (d), (e), (f) and (g) will be entered the letter "x" to indicate the related forms which are being transmitted with each application for payment. If Form WR-10 relating to a particular Application for Payment has been previously transmitted to the State Office with another Application for Payment with respect to the same farm, enter in Column (d) the letter "T" to so indicate.

In Column (h) list any other forms being transmitted with Application for Payment.

George E. Farrell
GEORGE E. FARRELL,
Director, Western Division.

Issued October 16, 1936

NOV 21 1936

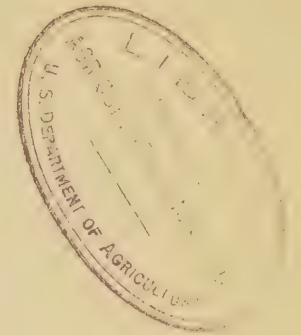
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United States Department of Agriculture
Agricultural Adjustment Administration
Washington, D.C.

WESTERN REGION

FLOW PROCEDURE FOR HANDLING APPLICATIONS FOR PAYMENT

STATE AGRICULTURAL CONSERVATION OFFICE



I. RECEIVING, RECORDING, AND PREPARATION OF LOTS

The applications for payment will be received from the county listed on a form of transmittal sheet, to be mimeographed in the State Office and furnished to the counties, pending receipt of the printed supply from Washington.

The Application for Payment-Single Farm, Form WR-11, should be accompanied by Form WR-10, Report of Performance and Form WR-13, when necessary. The Application for Payment-Multiple Farms, Form WR-12, should come in from the County accompanied by Forms WR-10, WR-12A, WR-12B, and WR-13, as may be necessary.

a. Transmittal Sheets

The original of the Transmittal Sheet will be received from the County by letter mail as a notice that 2 copies thereof and listed applications for payment are being forwarded by parcel post or express. These forms will be brought together when received.

The applications for payment shall be checked immediately against the transmittal sheet to see that all forms which are supposed to have been transmitted by the County are actually received in the State Office. The proper notation by symbol (✓) shall be placed next to each item on the transmittal sheet for which all forms listed are received. Proper notation should also be made in the case of any item for which a form is listed but is not received. In all cases where a form is listed, but is not received, and such form is essential to the proper audit of

the application involved, this item shall be ruled from the transmittal sheet and all papers which were received under this item shall be returned to the County with the request that the missing document be supplied and the complete set of papers be returned to the State Office on a subsequent transmittal sheet. At the same time, one copy of the transmittal shall be receipted and returned to the County.

b. Audit Listing Sheet

The listing sheets for the County which will be provided by the Statistician of the State Office will then be placed with the applications for payment.

c. Preparation of Lots

The applications for payment shall then be separated into lots of approximately 50 cases each, but corresponding to complete pages of the transmittal sheets. For instance, if the first two pages of the transmittal sheets should comprise 60 cases, then these two pages with the related applications for payment, should become Lot No. 1. The lot number should clearly be written at the top center of each transmittal sheet, both original and duplicate. After the lot number has been assigned, the original lot sheet will be placed with the lot of applications to pass through the various operations. The duplicate lot record will be filed in lot number order by county to be used for reference until the Lot Record Clerk receives the original lot record back from the final operation. The lots from each County in any consignment shall be numbered in sequence and subsequent consignments from the County should follow in line in the series. In order to keep track of these lots and lot numbers there will be designated in each State Office a clerk who will assign these lot numbers in order, and will record them on a series of cards,

with one or more cards for each County, keeping an exact record of the lots made up for each County and the date on which numbers are given thereto. The lot record clerk will attach to each lot a form (suggested form attached) on which the several operations of the State Office will be set out. Each clerk will initial opposite his operation, giving the date on which such operation was completed. The clerk who completes the last operation on the lot in the State Office will detach the form and send same to the lot record clerk who will indicate on his card for the lot that the lot has cleared the State Office, giving the date.

d. Previously Suspended Items

The lot record clerk in lotting out cases which have been previously suspended either by the State Office or the General Accounting Office will prepare the lot record by the use of a transmittal sheet made up in duplicate by pen or pencil to show county code and name, number of applications, serial number(s) of WR-10(s) involved, and names of applicants. The handling and disposition of these two copies of the lot record shall be the same as in the case of original submissions from the county. The lot number to be assigned shall follow in the regular series of the county. However, in the case of applications suspended by the State Office, the lot number should be followed by the letter "R" to indicate resubmission, and in the case of applications suspended by G. A. O. the lot number should be followed by the letters "GAO" to indicate the type of case included in the lot. The two types of resubmitted cases should never be included in the same lot. (Note: In numbering Forms ACP-13 and ACP-14 for these lots, the letters after the numbers should be dropped.)

II. EXAMINATION UNIT

The examination procedure involves six operations, which may be known as follows: Examination Unit, Operation No. 1, Examination Unit, Operation No. 2, Computing Unit, Operation No. 1, Examination Unit, Operation No. 3, Computing Unit, Operation No. 2, and Review Unit. This procedure is dealt with at length in another circular.

On each Form WR-10, at such point giving sufficient space, there will be impressed a rubber stamp of the following outline:

Serial	Form	Name of Applicant

When each application has been examined and initialed by Examination Unit, Operation No. 1, the examiner will fill in on the first line, first space, the serial number of the application, the form number of the application, that is WR-11 or WR-12, and the name of the applicant. This information placed conspicuously on the face of the WR-10 will prevent the same individual having duplicate applications accepted, and will prevent an application being accepted from a person not entitled to payment under any Report of Performance, Form WR-10. The Form WR-10 itself will show just what individuals may make application for payment. A second or third proper application based on any Form WR-10 will be entered in the same manner.

It may be well to state at this point that at the conclusion of the Examination Unit, Operation No. 1, the Forms WR-10 for all cases not suspended must be routed immediately to the Statistician who will arrange to take off immediately such statistical information as may be required, after which they will be promptly filed in numerical sequence by Counties.

This is very important and every effort must be made to get the Forms WR-10 to the files in proper order at the earliest possible moment after they have been used in the first examination. In all suspended cases, Form WR-10 and WR-11 or WR-12 with related papers will be routed to Clearance Unit for necessary action. Where it is not necessary to return Form WR-10 to the County, such form will be filed in the general files. Other forms, if not to be returned to the County, shall be held by the Clearance Unit. At this point also, the listing sheets will be returned to the Statistician.

a. Current Suspensions

Except in the most unusual cases, suspensions will occur only in Examination Unit, Operation No. 1. In case of a suspension the examiner will attach a "suspension sheet" (suggested form attached) stating clearly the information called for therein. He shall then note on the transmittal sheet attached to the lot the fact that the case is suspended by writing in after the name of the applicant the contraction "Susp." with the date. The suspended case or cases shall then be routed to a "suspension clerk", who is with the Clearance Unit who will review the case and take proper action.

It may happen that occasionally the County will request the return of an application after it has been placed in examination procedure. In such case, the application shall be withdrawn from the lot, ruled from both copies of the transmittal sheet with notation that case is returned at request of the county showing date thereof. In such case, also, the county, on resubmission, shall handle as new business by listing the case on a subsequent transmittal sheet.

b. Corrections on Audit Listing Sheet

Examination Unit Operation No. 1 should change the name of the signer of the Worksheet on the Listing Sheet where the WR-10 and WR-11 show there has been a change in the operator and/or landlord since the Worksheet was filed.

c. Preparation of Duplicate Forms

In the review operation duplicate Forms WR-11 and WR-12 will be prepared by a designated clerk or group of clerks just the same as the originals of these forms. Immediately after the review clerk has approved the WR-11s and 12s, the duplicates will be forwarded to the Junior Statistician, who will take statistics therefrom, after which they may be filed.

III. ACCOUNTING UNIT

From the Review Unit, the Applications for Payment go to the Accounting Unit for the preparation of Forms ACP-13A, ACP-13B and ACP-14, the former two constituting the schedule of approved payments and the last being the covering voucher. In preparing the two Forms ACP-13, use five Forms 13B with two Forms 13A underneath, with narrow carbons extending far enough to cover only the "Amount" column of the Forms 13A. On these Forms ACP-13A and 13B, the approved Applications for Payment will be typed in numerical order, giving the information as provided for in the heading and filling in the columns as required, double spacing between lines. In the column headed "Amount (c)" will be entered the amount due the payee (applicant) at this time as shown on the last line of the "Certificate of Certifying Officer" on the face of the Form WR-11, and the reverse of WR-12. In the column for "Class I payment (e)" will be entered the amount shown in the circle immediately after the printed matter on line 24 of the reverse of WR-11, or Item B, Section 3, of WR-12. In the last column "Class II payment (f)" will be entered the amount

shown in the circle immediately after the printed matter on line 25 of the reverse of WR-11, or in Item C, Section 3, of WR-12. When all of the approved applications in a particular lot have been typed on these forms a verbal comparison between the typed sheets and the applications themselves will be made with particular reference to the name of each payee (applicant), the amount due, and the amounts of Class I and Class II payments. Then an adding machine total of these three columns will be made from the typed sheets and similar totals from the applications themselves. The totals must agree and be typed on the Form ACP-13B, before the schedule of payments may be considered complete. In order to check further the accuracy of the entries in these three columns, the totals of Class I and Class II payments should be added together and multiplied by .90, which should give a figure to agree within a few cents with the total of the "Amount Due" columns.

Form ACP-14 must then be prepared with an original and three carbons. The D. O. Voucher No. should be left blank but the administrative number should be filled in. Such administrative number will be the lot number preceded by the State and County Code. Just below the title of the appropriation write in the name of the office "State Agricultural Conservation Office" and on the line immediately below the name of the city and state in which the office is located. To the right and opposite "Account verified for" fill in the total amount due the several payees as shown on ACP-13B. The amount should be initialed in the space provided by the accountant after this form has been completed and he has examined it. In the certificate give the inclusive numbers of the pages of ACP-13B to which this ACP-14 pertains and the approved amount which is the same as shown above. The title of the Certifying Officer and the date certified should be shown on the lines provided. The block at the very bottom

is for the use of the Regional Disbursing Officer.

Staple together ACP-14 and the corresponding copy of ACP-13B. Place the original and one carbon of this combination, two additional carbons of ACP-13B, and the two copies of form ACP-13A with the approved applications for payment comprising this lot. The remaining combination of Forms ACP-13B and ACP-14 will be held by the Accountant.

a. Preparation of Form ACP-22

The Accounting Unit will then prepare the Schedule of Disbursements Form ACP-22 in sextuplicate. In preparing this form on the first line over "Department or establishment" write the word "Agriculture", if not printed in, following which write "AAA Western Division" with city and state in which state office is located. The space for the date paid shall be left blank. The entire next line is for the use of the Regional Disbursing Officer: After the word "Period" insert the month during which it is expected the vouchers listed will be paid. The line for "Symbol No." shall be left blank. The "Bureau Schedule No." shall be inserted and will follow in order in the series now in use in scheduling payrolls. The date to be entered is that on which the schedule is prepared. On the line for "Appropriation or fund" write in the appropriation symbol and title as they appear on ACP-14. The column for "Disbursing Officer's Voucher No." and the next small column shall be left blank. The next column should show the Administrative number as given on each ACP-14. In the payee column write the word "Various." In the next column insert the proper amount due as shown on Form ACP-14. The title of the certifying officer should be typed in on the bottom line. The number of vouchers included on any one schedule of disbursements should not contain more than approximately 300 payees. The Schedule of Disbursements may

involve applications for payment from more than one county.

b. Transmitting Accounting Forms

At this point in the procedure, the Schedule of Disbursements, Form ACP-22, Forms ACP-13B and 13A, ACP-14, and the related applications for payment, should be turned over to the Executive Secretary for such examination as he may care to make, after which the Schedule of Disbursements, Form ACP-22 and the Public Voucher for Agricultural Conservation Payments, Form ACP-14, should be signed by the proper Certifying Officer, who may make such examination as he may see fit.

This completes the procedure necessary in the State Office and there should now be forwarded to the General Accounting Office with respect to each lot or group of lots the following:

1. Several lots of applications for payment (original copies only) for not more than 300 payees.
2. Form ACP-13B (original and two copies) for each lot of applications for payment.
3. Form ACP-13A (two copies) for each lot of applications for payment.
4. Form ACP-14 (original and two copies) for each lot of applications for payment.
5. Form ACP-22 (original and five copies) covering the number of lots pursuant to No. 1 above.

c. Pre-Audit Differences

When any case is returned by the General Accounting Office with a pre-audit difference sheet, this case must, of course, be eliminated from the accountant's records by counter entry with proper reference to the particular item so returned. Any item so returned should, of course,

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be deleted from any of the documents on which it is previously shown, with a notation that it was returned by the General Accounting Office, with the date of such return. (Detailed instructions for the Accountant will be contained in the Accounting Procedure.)

The cases returned or suspended by the General Accounting Office should then be turned over to a Clearance Section, which will deal with the County or others to the end that the case may again be cleared for payment at the earliest possible time. Cases suspended and returned to the County which are again forwarded by the County, will not be handled as new business by the County, but, of course, will be handled as new business within the State Office; that is, a special lot must be made up for any such suspended cases coming in from any one county at one time, and handled through the several operations of the State Office, as hereinbefore outlined. Cases suspended by the General Accounting Office, when resubmitted, must be accompanied by the original pre-Audit statement of differences, and in addition a memorandum stating what has been done to satisfy the suspension, which memorandum may be on the statement of differences or on a separate sheet and signed by the certifying officer.

In connection with applications for payment which are suspended in the State Office, such cases will be routed to the Clearance Unit, which will deal with the County Association or others as may be necessary in order to put the case in shape for payment at as early a date as possible. Here, again, such cases as may be suspended in the State Office will not be handled as new business by the County, but will, of course, be handled as new business by the State organization in the same way as mentioned just above in connection with cases suspended by the General Accounting Office.

d. Daily Report

The Accounting Unit of the State Office will at the close of each day's business prepare a statement showing by County the number and total net amount of all applications for payment handed over to the General Accounting Office for preaudit. Cases returned uncertified by the General Accounting Office will not be shown separately on these daily reports by the Accounting Unit, but instead will be deducted from the total amount cleared to the General Accounting Office during that day, and a net figure shown in the report for the day. In case there are no new cases transmitted to the General Accounting Office during the day on which a case is returned by that office, the Accounting Unit report for the day will show a red figure, indicating a returned item. The accounting procedure will provide a record from which this daily report may readily be prepared.

e. Handling of Suspended Items

The supervising examiner of each State Office should review very carefully the pre-audit difference statement returned by the General Accounting Office with any suspended items. Where these suspensions are due entirely to clerical oversights or omissions or technical errors of any sort, the matter may be referred only to the County involved. However, where such suspension by the General Accounting Office indicates a difference in opinion on the part of that office to the examination procedure or the policies of the Western Division, such suspended cases should be referred to the Executive Secretary for his personal attention. If such suspensions indicate that action should be taken by the Western Division in Washington to issue such supplemental instructions as may be necessary to put the cases in line for payment, such cases should be re-

ported as quickly as possible to the Division for proper action. If the matter can be reduced to a Night Letter of reasonable length, it should be reported in this manner. Otherwise, it should be reported in detail by airmail letter. This phase of the work is very important and should be reported to this Division at the earliest possible moment in order that no delay in taking necessary action to issue new rulings may occur. The Western Division will assign one individual or group of individuals to assemble these cases from all State offices and when the matter has been cleared, so that there will be no further question as to the propriety of payment, each of the State offices will be advised of the action taken, as well as the problem presented, so that each such office will have current information of what is taking place throughout the Western Region.

IV. FILING SYSTEM

There will be maintained a file for WR-10s to be filed in accordance with the serial numbers of such forms, and, of course, separate divisions in alphabetical order for all counties in the state. Forms WR-11 (and Forms WR-13, if any) will be filed with the WR-10s to which they relate. Forms WR-12 with related Forms WR-12A, 12B and WR-13 will be filed in a separate section, by counties, according to the serial number of WR-12, and in numerical order. All letters and documents of whatever nature, which pertain to a single case or farm, will be filed with the Report of Performance, WR-10, for that particular case or farm. At the head of the section for each county's WR-10s there will be a general county folder in which will be filed all correspondence or documents (except as otherwise provided herein) which relate to more than one case or form or of a general nature for the county.

A separate file will be maintained for transmittal sheets and lot

records which shall be convenient for the lot record clerk. This file will be composed of one or more folders for each county in the state which will contain all transmittal sheets and all lot records for the county.

All files which do not logically call for numerical sequence shall be maintained in chronological order with papers showing latest date on top as the folder is opened.

V. GENERAL INSTRUCTIONS

Proper handling of the applications for payment at the earliest moment is, of course, the first function of the State office. Of only slightly less importance, however, is the accumulation of the statistical information as set forth in several letters from this Division. These two functions should proceed together insofar as possible, in order that both may be kept current.

The Executive Secretary shall take steps as may be necessary to the end that this Flow Procedure may be made fully effective.

George E. Farrell

George E. Farrell,
Director, Western Division.



Lot No.

RECORD OF OPERATIONS

OPERATION	DATE COMPLETED	PERFORMED BY
1. Recording and Blocking		
2. Examination - No. 1		
3. Examination - No. 2		
4. Computing - No. 1		
5. Examination - No. 3		
6. Computing - No. 2		
7. Review		
8. Accounting - ACP-13		
9. Accounting - ACP-14		
10. Accounting - Sch. of Disb.		
11. Approval of Ctfy. Officer		

APPLICATIONS SUSPENDED

SERIAL NUMBERS	IN OPERATION	SUSPENDED BY
- - - - -		
- - - - -	- - - - -	- - - - -
- - - - -		
- - - - -		
- - - - -	- - - - -	- - - - -
- - - - -		
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U. S. Department of Agriculture,
Agricultural Adjustment Administration,
Western Division.

S U S P E N S E M E M O R A N D U M

(One copy to be prepared for each suspended application)

State _____ County _____ Application Serial Number _____
(Code) (Code)

Reasons for Suspension:*

Suspended by _____

In Operation _____

*Note: All reasons for suspension must be clearly stated. In returning Form WR-10, WR-11, WR-12 or any related papers to the County for correction, please call attention to requirement that corrections must be initialed by applicant and a member of the County Committee.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WESTERN DIVISION
Washington, D. C.

January 7, 1937

PROCEDURE FOR THE PREPARATION AND DISTRIBUTION OF FORMS
ACP-13, ACP-13A, ACP-14, AND ACP-22 COVERING APPLICATIONS
FOR PAYMENTS APPROVED FOR THE FULL AMOUNT

A. General

1. The procedure previously issued WR ADM. 4 and supplements thereto relative to the preparation and distribution of Forms ACP-13B, ACP-13A, ACP-14, and ACP-22 is applicable where applications for payments have been approved for an initial (90%) payment.
2. Where the applications for payment have been approved for the full payment (refer to WRP-36 Supplement 8 and WRP-36, Part IV, Supplement 5) the payments shall be scheduled on Forms ACP-13, ACP-13A, ACP-14, and ACP-22, in accordance with the procedure hereinafter established.
3. Applications for full payment should not be included on a Form ACP-22 covering initial payments. Each type of payment should be scheduled on separate Forms ACP-22.

ACCOUNTING UNIT

B. Preparation of Forms ACP-13 and ACP-13A

1. These forms will be prepared in sextuplicate (original and 3 copies of ACP-13 and 2 copies of ACP-13A). The Forms ACP-13A should be handled in such a manner that only the information called for in the heading and in Columns (a), (b) and (d) is shown thereon. Applications should be listed in numerical order, double spacing between lines. Complete such forms as follows:
 - a. Fill in all information called for in the headings of Forms ACP-13 and ACP-13A. Enter in the heading of the fourth column of ACP-13 the percent of deduction approved for the county as provided in WR-ADM. 7.
 - b. In the first column enter the application serial number.
 - c. In the second column enter the name and address of applicant.
 - d. In the third column of ACP-13 enter the gross amount shown on the first line of the Certificate of Administrative Officer on the application. (This amount must not be shown ACP-13A.)

- e. In the fourth column of ACP-13 enter the amount shown on the second line of the Certificate of Administrative Officer on the application. (This amount must not be shown on ACP-13A.)
- f. In the fifth column of ACP-13 and in the fourth column on ACP-13A enter the net amount due payee shown on the third line of the Certificate of Administrative Officer on the application.

C. Verification of Forms ACP-13 and ACP-13A

Forms ACP-13 and ACP-13A shall be verified by a verbal comparison with the applications. After all entries on the Form ACP-13 have been verified, an adding machine total of each column (gross amount, deduction, and net amount due) will be made and checked to similar adding machine totals made from the applications. The totals of the corresponding items must agree and may then be typed on the Form ACP-13. The sum of the totals for "Deduction" and "Net Amount Due" must equal the total in the column "Gross Amount". A further check may be made by determining that the total for "Deduction" agrees within a few cents with the figure obtained by multiplying the total for "Gross Amount" by the percent in the heading of the column "Deduction".

D. Preparation of Form ACP-14

Form ACP-14 shall be prepared in accordance with the procedure heretofore issued. The amount to be entered on Form ACP-14 is the total of the "Net Amount Due" column on the corresponding ACP-13.

E. Preparation of Form ACP-22

Form ACP-22 shall be prepared in accordance with the procedure heretofore issued except that --

1. The totals for gross amount, deductions, and net amount due, shown in the third, fourth, and fifth columns, respectively, of Form ACP-13 shall be entered on Form ACP-22 in the columns provided therefor.
2. Form ACP-22 for full payments may involve applications for payment from more than one county, but must not include any applications approved for an initial payment.

F. Distribution of Forms ACP-13 and ACP-13A

The State Office will retain one copy of ACP-13 and transmit the original and two copies of ACP-13 and two copies of ACP-13A to the General Accounting Office. The General Accounting Office will retain one copy of ACP-13 and transmit the original and one copy of ACP-13 and two copies of ACP-13A to the Regional Disbursing Office. The Regional Disbursing Office will retain the original of ACP-13, return the copy of ACP-13 to the State Office and transmit the two copies of ACP-13A to the County Office with the checks.

1. The distribution of Form ACP-13 for full payment differs from the distribution of Form ACP-13B for initial payments, in that, under the latter, one extra copy of ACP-13B is sent to the General Accounting Office and is returned to the State Office bearing the approval of the General Accounting Office. This approved copy will be used in scheduling the final payments for the payees listed on such ACP-13B. When full payments are made it is not necessary to provide an extra copy of Form ACP-13. In the event the State Office desires an extra copy of ACP-13, which is to be approved by the General Accounting Office and returned to the State Office, such arrangement should be worked out with the General Accounting Office for the State.

G. Distribution of Forms ACP-14 and ACP-22

The procedure heretofore issued with respect to the distribution of Forms ACP-14 and ACP-22 is applicable and shall be followed.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WESTERN DIVISION
Washington, D.C.

February 11, 1937

PROCEDURE FOR THE PREPARATION AND DISTRIBUTION OF FORMS ACP-13C, ACP-14 AND ACP-22
COVERING FINAL PAYMENTS TO PRODUCERS WHO HAVE RECEIVED AN INITIAL (90%) PAYMENT

A. Preparation of Form ACP-13C

1. Form ACP-13C shall be used for scheduling final payments to producers who have received initial (90%) payments. The data will be obtained from the ACP-13B forms.
2. Only those application serial numbers for which an amount has been entered in column (f) of Form ACP-13B shall be listed on Form ACP-13C.
3. Prepare Form ACP-13C in sextuple as follows:
 - a. Fill in the heading of the form in the regular manner.
 - b. Enter the application serial number, and the name and address of the payee, in the columns provided.
 - c. Enter in column (c) the amount shown in column (f), Form ACP-13B under such application serial number.
 - d. Enter on the last sheet of Form ACP-13B in the space provided, the total final payment shown in column (f) of the last sheet of Form ACP-13B.
 - e. Enter the total initial payments, the total deductions and the total gross amounts in the spaces provided. These data will be obtained from the bottom margin of the last sheet of Form ACP-13B. (Refer to paragraphs K and L of WRP-36, Part VIII.)
 - f. Enter in the space provided after the words "Association expense" the percent of deduction for local administrative expenses for the county as provided in WR-ADM-7.

B. Verification of Form ACP-13C

1. Forms ACP-13C shall be verified by a verbal comparison with the Forms ACP-13B. An adding machine total shall be made of the amounts entered in column (c) of ACP-13C and checked against the total entered for such column. The total entered for total gross amounts must be the sum of the total final payments, plus the total initial payments, plus the total deductions. A further check may be made by determining that the figure for total deductions agrees within a few cents with the figure obtained by multiplying the total for gross amounts by the percent of deduction for local administrative expense.
2. Enter below the line "Checked by" the sum of the "Total final payments" and the "Total deductions". Enter the words "Final Gross" immediately preceding such entry.

C. Preparation of Form ACP-14

Form ACP-14 shall be prepared in accordance with the procedure heretofore issued. The amount to be entered on Form ACP-14 is the total of column (c) on the corresponding ACP-13C.

D. Preparation of Form ACP-22

Form ACP-22 shall be prepared in accordance with the procedure heretofore issued except that --

1. The entry in the column "Gross Amount" shall be the amount shown in the bottom margin of Forms ACP-13C after the words "Final Gross".
2. The entry in the column "Deductions" shall be the amount shown on Form ACP-13C on the line "Total deductions".
3. The entry in the column "Final Net Payment" shall be the amount of final payment to the payees as shown on Form ACP-13C and on the corresponding Form ACP-14.
4. Enter the totals for the columns in the spaces provided.
 - a. The total of the column "Deductions" plus the total of the column "Net Amount Due" must equal the total for the column "Gross Amount".

E. Distribution of Forms ACP-13C, ACP-14, and ACP-22.

Forms ACP-13C shall be distributed in the same manner as Forms ACP-13 Revised (refer to Supplement 5, WR-ADM-4). Forms ACP-14 and ACP-22 shall be distributed in accordance with the procedure heretofore issued. The Forms ACP-13B on which the final payments were computed must be transmitted to the General Accounting Office with the related Forms ACP-13C, ACP-14, and ACP-22.

F. Suspensions by General Accounting Office.

1. Where the amount of final payment approved for an application on Form ACP-13C is incorrect and this is due to an error in computation or entry, the entire voucher (Forms ACP-14, ACP-13C, and ACP-13B) will be suspended by the General Accounting Office. The data for such voucher will be deleted from the Form ACP-22 by the General Accounting Office. The Forms ACP-14, ACP-13C, and ACP-13B will be returned to the State Office together with the preaudit difference statement.
 - a. The suspended item shall be handled in accordance with the procedure previously issued in order that the accountant may make the necessary adjustments and that the records of the State Office may be corrected.
 - b. After the Form ACP-13C has been corrected it may be re-submitted to the General Accounting Office in accordance with the regular procedure. The preaudit difference statement, with a memorandum of explanation signed by the certifying officer, should accompany the voucher forms.

2. Where the amounts scheduled on a voucher are correct and after receipt of such voucher in the General Accounting Office it is determined that an application listed thereon should not have been included because of a claim or adjustment in connection with such case, the General Accounting Office will suspend such case in the same manner as suspensions are made on initial payments.
 - a. The data for such application will be deleted from the Form ACP-13C and the totals on Forms ACP-13C, ACP-14, and ACP-22 reduced accordingly by the General Accounting Office.
 - b. A preaudit difference statement covering the case will be transmitted to the State Office. The preaudit difference statement must be handled in accordance with the procedure heretofore issued.
 - c. If it is later determined that no adjustment or claim is to be allowed, and the amount previously suspended is to be approved to the same payee, the case shall be re-submitted in the regular manner. A copy of Form ACP-13B must be prepared and be submitted with the new voucher forms and the preaudit difference statement to the General Accounting Office.
 - (1) The Forms ACP-13B prepared for such case must contain all information in the heading of the previous Form ACP-13B, but only the data for the re-submitted case should be shown in the various columns.
3. Where cases described in 1 and 2 above are both scheduled on the same Form ACP-13C the General Accounting Office will suspend the entire voucher as in 1 above. The preaudit difference statement transmitted to the State Office with the suspended voucher will list both types of suspensions.
 - a. The preaudit difference statement shall be handled in accordance with existing procedure except as provided herein.
 - b. After the Form ACP-13C has been corrected it shall be re-submitted as provided in 1 above, except that the preaudit difference statement must contain a memorandum relative to the case/s covered in 1 above, and also a statement to the effect that the case/s covered by 2 above will be submitted at a later date.
 - c. The case/s covered by 2 above, when subsequently submitted as in 2 above, must be accompanied by an explanation relative to such case/s. In addition thereto there must be submitted a statement to the effect that the preaudit difference statement was previously returned with the corrected Form ACP-13C and reference must be made to the administrative number of such Form ACP-13C and to the Bureau Schedule Number of Form ACP-22 under which such Form ACP-13C was included.
4. In the event the final payment on an application was suspended by the General Accounting Office, for the reason set forth in paragraph 2 above, and it is determined that the final payment will be made in accordance with the procedure set forth in WRP-36, Part VI, the preaudit difference statement (refer to paragraph 2 above) or the statement of explanation (refer to paragraph 3 c above) must accompany the corrected application approved under said procedure.

There is a great deal of talk about the
importance of the study of the history of
the world, and it is true that it is
one of the most important branches of
knowledge. But it is not the only one.
There are many other branches of
knowledge which are equally important,
and which are equally worthy of study.

The study of the history of the world
is not only important, but it is also
interesting. It is a study which
gives us a knowledge of the past,
and which helps us to understand the
present.

It is a study which gives us a
knowledge of the lives of the great
men of the world, and of the events
which have shaped the world as we
know it.

It is a study which gives us a
knowledge of the progress of the
human race, and of the changes which
have taken place in the world since
the beginning of time.

It is a study which gives us a
knowledge of the different nations and
peoples of the world, and of the
causes which have led to the wars
and conflicts which have so often
plagued the human race.

It is a study which gives us a
knowledge of the different religions and
philosophies of the world, and of the
causes which have led to the
differences of opinion which have so
often divided the human race.

It is a study which gives us a
knowledge of the different governments
and forms of society which have
existed in the world, and of the
causes which have led to the changes
which have taken place in the world
since the beginning of time.

It is a study which gives us a
knowledge of the different languages and
literatures of the world, and of the
causes which have led to the
differences of opinion which have so
often divided the human race.

It is a study which gives us a
knowledge of the different sciences and
arts of the world, and of the
causes which have led to the
differences of opinion which have so
often divided the human race.

It is a study which gives us a
knowledge of the different customs and
manners of the world, and of the
causes which have led to the
differences of opinion which have so
often divided the human race.

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U. S. DEPARTMENT OF AGRICULTURE
Issued October 7, 1936

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

ORDER WITH RESPECT TO PAYMENTS UNDER THE 1936
AGRICULTURAL CONSERVATION PROGRAM
WESTERN REGION

WHEREAS, under the provisions of Section 6, Part II, of Western Region Bulletin No. 1, Revised, as amended, the rates of payments specified in Sections 2, 3, 4 and 5, Part II, of said bulletin are based upon an estimate of available funds and an estimate of approximately 80 percent participation by farmers in the 1936 Agricultural Conservation Program in the Western Region, and it is also provided in said Section 6, Part II, of said bulletin that, if participation in the Western Region exceeds or is less than said 80 percent, then the rates of said payments in the Western Region may be decreased or increased pro rata, as the case may be, provided that in no event will such rates be decreased or increased by more than 10 percent; and

WHEREAS, under the provisions of Section 10, Part II, of said bulletin it is provided that, in computing payments under the 1936 Agricultural Conservation Program, there shall be deducted from the payments to any person with respect to a farm or farms in a county all or such part as shall, under rules prescribed by the Secretary, be determined to be such person's pro rata share of the estimated administrative expenses incurred and to be incurred by the County Agricultural Conservation Association of the county in which such farm or farms are located, in cooperating in carrying out in such county the 1936 Agricultural Conservation Program; and

WHEREAS, most farmers participating in the 1936 Agricultural Conservation Program in the Western Region have completed the practices in connection with which payments are to be made under said programs; and

WHEREAS, at this time it is impossible to determine the full extent of participation by farmers in the 1936 Agricultural Conservation Program in the Western Region and therefore to determine the adjustments, if any, to be made in the rates of the payments specified in Sections 2, 3, 4 and 5, Part II, of said bulletin, and the deductions for administrative expenses, which may be made under said program;

NOW, THEREFORE, I, H. A. Wallace, Secretary of Agriculture, pursuant to the authority vested in the Secretary of Agriculture under section 8 of the Soil Conservation and Domestic Allotment Act, as amended, do hereby order:

(1) That pending determination by the Secretary of Agriculture of the adjustments, if any, to be made in the rates of the payments

specified in sections 2, 3, 4 and 5, Part II of said bulletin, and the determination of the deductions for administrative expenses, there shall be made, as soon as practicable, with respect to each Application for Payment, Form WR-11 or Form WR-12, duly executed in accordance with the applicable rules and instructions, an initial payment equal to 90 per cent of the total payment computed in accordance with the rates, and subject to the conditons, in effect under said program as of the date hereof, and

(2) Subsequent to the date of such determinations, there shall be made with respect to each Application for Payment, Form WR-11 or Form WR-12, duly executed in accordance with the applicable rules and instructions:

(a) To each person entitled thereto who has not previously received an initial payment pursuant to the paragraph numbered "(1)" above, one full and final payment; and

(b) To each person who has received an initial payment pursuant to the paragraph numbered "(1)" above, the balance of the payment to which he may be entitled.

(S E A L)

IN TESTIMONY WHEREOF, H. A. Wallace,
Secretary of Agriculture, has here-
unto set his hand and caused the
official seal of the Department of
Agriculture to be affixed in the
City of Washington, District of
Columbia, this 7th day of October,
1936.

H A Wallace
Secretary of Agriculture